

**BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION**

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 P.O. Box 980818, West Sacramento, CA 95798-0818
 Telephone: (916) 445-3427 FAX: (916) 323-6571
 www.bppve.ca.gov

**DEGREE GRANTING INSTITUTIONS**
**Addition of a Particular Educational Program or
 Change of a Degree Title**

Include the appropriate fee for institutions whose annual gross revenues are:

\$1.0 million or more \$100,000 to \$999,999 under \$100,000

☐ Degree Program

\$2,375 \$2,250 \$2,125

☐ Degree Title

\$238 \$225 \$213

FOR OFFICE USE ONLY

Date Received:

Code:

Check #:

Ledger #:

SAIL application #:

Instructions: Submit this form for *each* requested degree program or change of degree title. Include the required documentation and the applicable fee, in the form of a check or money order made payable to the Bureau for Private Postsecondary and Vocational Education. A written determination will be made by the Bureau.

School Name

School Code

()

Physical Address

Telephone Number

City

State

Zip Code

()

Mailing Address (if different)

Telephone Number

City

State

Zip Code

Website URL and E-mail Address (if applicable)

()

Contact Person

Telephone Number

**PROPOSED Educational Program or
 PROPOSED Change to Degree Title**

Level of Degree

**TITLE 5, CALIFORNIA CODE OF REGULATIONS
DIVISION 7.5, PRIVATE POSTSECONDARY EDUCATION**

The California Code of Regulations is available to view online at www.oal.ca.gov. Copies are also available from the Bureau. For more information, please contact the Bureau at (916) 445-3427.

Section numbers in parentheses () indicate regulations relating to out-of-state,
degree-granting institutions.

Chapter 2. Article 2. Section 71360 (72360). Approval for a Particular Education Program or Degree Title.

(a) If an institution is applying for approval to offer a particular degree or non-vocational diploma program or a degree title that (1) had not been offered at the time the institution applied for approval to operate or (2) had not been offered at the campus at which the institution proposes to offer it, all of the following shall apply:

(1) The institution shall supply information required by Sections 71200 through 71300, inclusive. Except for the required financial information, the information shall pertain to the proposed degree or non-vocational diploma program or degree title.

(2) The institution shall supply information required by Sections 71110 through 71190, 71310, and 71320 only if the information contained in the institution's most recently filed application for approval is no longer accurate.

(3) The institution shall comply with Sections 71340, 71350, and 71380.

Section 71340 (72340). Additional Information

(a) The institution shall include in the application for material facts which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decision to grant an approval to operate.

(b) The institution shall also include in the application any other facts which the institution would like the Bureau to consider in deciding whether to grant an approval to operate.

(c) For the purposes of this section, a fact is "material" if, without its inclusion into the application, the information contained in the application would be false, misleading, or incomplete.

Signature of Owner, or

If the institution is incorporated: Signature of the Chief Executive Officer and each owner of 10% or more stock, if any, or

If the institution is a nonprofit corporation: Signature of each member of the governing body of the Board of Directors.

Attach additional sheets for the appropriate signatures if necessary.

**Certification: To the best of my knowledge, the institution and each signatory comply with all applicable laws regarding the operation of the institution.
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Signature

Title

Date